



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO 4790.4

G-4

16 NOV 1995

OFFICIAL FILE COPY

FORCE ORDER 4790.4

From: Commander

To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE MAINTENANCE INFORMATION SYSTEMS COORDINATION OFFICE (SHORT TITLE: SOP FOR MISCO)

Ref: (a) MCO P4790.1B
(b) UM 4790-5
(c) MCO P3000.11B

Encl: (1) Procedures for Printing MIMMS Class 1 Reports
(2) Procedures for Sending MIMMS Courier Using LAN
(3) Procedures for Sending MIMMS Courier Using Extra
(4) Procedures for Receiving MIMMS Mainframe Files Using LAN
(5) Procedures for Receiving MIMMS Mainframe Files Using EXTRA
(6) Procedures for Backing Up Mainframe Files to the MIMMS Class 1A Program
(7) Sample ID Standards File Update Request Form

1. Purpose. To establish policies for the Marine Corps Integrated Maintenance Management System (MIMMS), Automated Information System (AIS) support within the Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO 4790.1.

3. Information

a. References (a), (b) and (c) promulgate general policy, guidance and information pertaining to the Marine Corps Integrated Maintenance Management System (MIMMS).

b. The provisions of this policy apply only to MIMMS-AIS Field Maintenance Subsystem (FMSS) procedures and applications that are governed by the current edition of reference (b).

c. Within the MARFORRES, the MISCO functions are under the staff cognizance of the G-4 Maintenance Management Officer.

16 NOV 1995

4. Policy. The MISCO is the agency within the Force that coordinates the operation of MIMMS/AIS between the using unit and the system sponsor, COMMARCORLOGBASES, Albany, GA (Code 760).

5. Responsibilities. The primary responsibilities of the MISCO are to provide timely, informative, and accurate MIMMS-AIS support to the MARFORRES. Additional responsibilities of the MISCO are as follows:

- a. System sponsor for the MIMMS Class 1A program for MARFORRES.
- b. System trouble-shooter for MIMMS Class 1A programs.
- c. Initiate MIMMS/AIS updates for MARFORRES.
- d. Coordinate the dissemination of MIMMS output reports from the mainframe to the PC.
- e. Maintenance of the MIMMS-AIS files.
- f. Conduct Equipment Repair Order (ERO) strips.
- g. Maintenance and updating of the AA File.
- h. Maintenance of the UIC file for MARFORRES.
- i. Coordinate, review, and consolidate system changes, modification requests and associated impact statements.
- j. Schedule special update cycles to COMMARCORLOGBASES, Albany GA.
- k. Coordinate with the officer in charge of the Supported Activities Supply System (SASSY) Management Unit (SMU) in matters pertaining to the MIMMS/SASSY interface.
- l. Coordinate with MIMMS users in the operation of sending and receiving of MIMMS files.

6. Program Report Support

a. Class 1 Reports. Class 1 reports are those reports under the functional control of Headquarters Marine Corps (Code LPP-3), with technical responsibility assigned to COMMARCORLOGBASES, Albany, Georgia (Code 762). Class 1 reports are those listed in the current

edition of UM 4790-5. Once produced, MISCO coordinates with the RASC to provide these reports.

b. Class 1A Reports. Class 1A reports are those reports locally produced by units utilizing the MIMMS application. These reports assist in the management of equipment entering the maintenance cycle in a non-garrison environment.

c. Class 2 Reports. Class 2 reports are those that take information currently resident within the Class 1 database, and reformat that information to suit the needs of the individual user. These programs are processed on the mainframe computer for local use only. Class 2 reports are distributed through the appropriate command by the MISCO using NATURAL application.

7. Implementation Procedures

a. Updates to the MIMMS/AIS are provided to the MISCO for fielding to the various commands. These updates are made available by COMMARCORLOGBASES, Albany in order to enhance the present system. Upon receipt of a new MIMMS release, a copy will be sent to all MARFORRES via electronic mail.

b. The MARFORRES MISCO is responsible for testing the release prior to distribution, ensuring that all changes are incorporated and problems within the release are detected. If problems are detected, the MISCO will inform the Systems Branch at Albany, GA and will not release the files until the problem has been corrected.

c. The MISCO will monitor the dissemination of the MIMMS Class 1A files to units in joint coordination with their MMO's, who will confirm that each of their subordinate units have received the new MIMMS release. Upon request from the MMO, the MISCO will provide on site assistance depending upon funding and mission constraints.

8. Files. Within the Field Maintenance Sub-System (FMSS) there are 15 different files that pertain to MIMMS-AIS, of which the following 3 files are monitored or maintained by the MISCO.

a. Activity Address (AA) File. This file is monitored and maintained by the MISCO. This is the file that establishes the ERO matrix for units. Any requests for additions, deletions or change

16 NOV 1995

to this file must be submitted in writing to the MISCO, via the chain of command.

b. ID Standards Files. This file is established by HQMC with standardized item designator numbers identifying equipment owned by the Marine Corps. The file is maintained and updated quarterly by HQMC (Code LPP-3) and is monitored by the MISCO. Requests for additions, deletions or changes to this file must be submitted in writing to the MISCO, via the chain of command, using the format contained in enclosure (7) of this Order.

c. Unit File. This file is used to track the Unit Identification Code (UIC) of units throughout the Marine Corps. As units activate, re-designate or de-activate, the MMO will notify MISCO, who will ensure that the file is updated. This file is maintained by HQMC (Code LPP-3) and is monitored by the MISCO.

9. Scheduling

a. All Monthly and Quarterly MIMMS jobs will be submitted by the MISCO.

b. Unit MMO's will submit a request to the MISCO, for scheduling of all jobs not of a routine nature.

10. Work Requests. Work requests are submitted to the ASC or Deployed Forces Automated Service Center (DFASC) whenever system program changes are desired. A work request will be submitted in the following circumstances.

a. Changes in ongoing print production.

b. Creation of, or modification to, an existing Job Identification Number (JIN).

c. Request for data retrieval beyond the units capabilities or limitations of local on-line query retrieval programs available at the sites terminal.

d. All work requests submitted by units that effect MIMMS files, must be submitted to higher headquarters by the MISCO.

11. ERO stripping. ERO stripping is a process whereby an ERO is manually deleted from a DPR. Once the ERO is stripped, all history for that ERO is permanently removed from the system. ERO strips will only be conducted when an organization has exhausted all means possible to delete the ERO utilizing normal MIMMS procedures. Request for ERO strips will only be accepted from the unit MMO.
12. DPR extracts. DPR extraction is the process whereby information is extracted from the active ERO file of the class 1 system, reformatted, and transferred to the class 1A system to update or rebuild a unit's Daily Process Report (DPR). After the units request for DPR extracts, the MISCO will schedule the extraction and then notify the requesting unit upon completion. The unit must download the requested files using the procedures contained in enclosures (4) and (5) of this Order.
13. LM2 extracts. LM2 extraction is the process whereby information is extracted from the active readiness file of the class 1 system, reformatted, and transferred to the class 1A system to rebuild a unit's LM2 report. This procedure may be accomplished at any time by a unit, using the instructions contained in enclosures (4) and (5) of this Order.
14. ID Standards file extracts. ID standards file extraction is the process whereby information is extracted from the active ID standards file of the class 1 system. This file is updated on a quarterly basis on 1 Jan, 1 Apr, 1 Jul and 1 Oct. All units will be required to download this file on a quarterly basis. Extracts will be ready for downloading by the 10th of each month. Enclosures (4) and (5) of this Order provides instructions for downloading this file.
15. Unit Responsibilities
 - a. Remote Job Entry, (RJE) is the submission of data to a mainframe computer from a remote site as per the instructions contained in enclosures (2) and (3). Currently, all units within the MARFORRES have the ability and responsibility to update MIMMS files and receive output via their units on-line printer terminal. MARFORRES units are guided by the same procedures as organizations of the active forces. MIMMS courier data must be received at the RASC, Albany GA by 1530 CST daily. Data received after the cut off time will be held in the datasets and submitted with the MIMMS update cycle the following day.

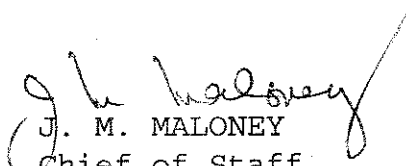
ForO 4790.4

16 NOV 1995

b. As discussed in paragraph (4) of this Order, it is the responsibility of the MISCO to distribute the MIMMS 1A program to all commands within the MARFORRES. However, it is the responsibility of the using command to install the program. Installation instructions will be provided with every updated version of MIMMS 1A that is released.

16. Task Organized Unit/MAGTF and Annual Training Exercise Procedures. Procedures are contained in the current edition of reference (c). Additional guidance will be provided in a Letter of Instruction for the exercise.

17. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. M. MALONEY
Chief of Staff

DISTRIBUTION: D

PROCEDURES FOR PRINTING MIMMS CLASS 1 REPORTS UTILIZING ROSCOE

- STEP 1. Login to option 6 (ROSCOE), from the Albany Main Menu.
- STEP 2. Type in MMO and press <ENTER>.
- STEP 3. Type in your Printer Line Number.
- STEP 4. Type an X next to the report you want to print, and press <ENTER>. Only one report can be marked at a time. Follow the prompts.
- NOTE: If you are printing your daily reports type the 2 digit AA (Activity Address), of the report you wish to print, or type in ALL and press <ENTER> for all reports of that type designated for your unit. If you are printing your weekly reports, type your units UIC and press <ENTER> or type ALL and press <ENTER>, for all reports of that type designated for your unit.
- STEP 5. Type GO and press <ENTER>, when prompted to do so.
- STEP 6. When all reports have been sent to print, type GO and press <ENTER>.
- STEP 7. Once reports have been printed , type an X next to () END SESSION, and press <ENTER>.

ENCLOSURE (1)

2

C

PROCEDURES FOR SENDING MIMMS COURIER UTILIZING LOCAL AREA NETWORK
(LAN)

STEP 1. Login to LAN.

STEP 2. Go to the BAN directory by typing in **CD BAN**, and press **<ENTER>**, from the C:\ prompt.

STEP 3. Type in **INIT**, and press **<ENTER>**, from the C:\>BAN prompt.

STEP 4. Type in **3270**, and press **<ENTER>**, from the C:\>BAN prompt.

STEP 5. Login to Option 8 (TSO) at the Albany Main Menu.

STEP 6. Select option 6 (COMMAND), at the TSO Primary Option Menu.

STEP 7. Insert MIMMS courier diskette.

STEP 8. Press the **ALT** and **Z** keys simultaneously. (C:\BAN screen will appear.)

STEP 9. Type in the following bold type command from the C:\BAN> prompt, and press **<ENTER>**:

SEND A:\A4150FCP.DAT 'ALBY1.NOLA.XXXX.L415RFS3.EUCEIN' ASCII CRLF

Note 1: **XXXX** is the first four characters of the User ID.

Note 2: There is 1 blank space after the word **SEND**, after the file name, and after the second ('). There are 2 blank spaces after the word **ASCII**.

Note 3: If sending more than 1 courier on the same day, replace the words **ASCII CRLF** with **APPEND ASCII**, for all couriers after the first is sent.

STEP 10. After the file transfer is complete, press the **ALT** and **Z** keys simultaneously to return to the following TSO screen:
==>IND\$FILE PUT 'ALBY1.NOLA....

STEP 11. Press the **F6** key to delete the data string listed above in step 10.

Enclosure (2)

ForO 4790.4

16 NOV 1995

STEP 12. Press the **ALT** and **3** keys simultaneously to return to the TSO Primary Option Menu.

STEP 13. To Browse your dataset select Option 1 (**BROWSE**) from the Primary Option Menu.

STEP 14. Hit the **TAB** key to move the cursor down to, **DATASET NAME ==>**, and type in **'ALBY1.NOLA.XXXX.L415RFS3.EUCEIN'** and press **<ENTER>**. The Dataset should be in a readable format. If it is not readable, restart the entire process.

Note: The **XXXX** represents the first four characters of your User ID.

STEP 15. Press the **ALT** and **3** keys simultaneously to return to the previous screen.

STEP 16. Press the **F6** key to delete the Dataset name.

STEP 17. Press **ALT** and **3** keys simultaneously to return to the Primary Option Menu.

STEP 18. To exit TSO, type **X** and press **<ENTER>** at the Primary Option Menu.

STEP 19. At the Process option screen, type **D** and press **<ENTER>**.

STEP 20. At the READY prompt type in **LOGOFF** and press **<ENTER>**.

ENCLOSURE (2)

PROCEDURES FOR SENDING MIMMS COURIER UTILIZING EXTRA

- STEP 1. Login to option 8 (TSO) from the Albany Main Menu.
- STEP 2. Select option 6 (COMMAND) from the Primary Option Menu.
- STEP 3. Insert your MIMMS courier diskette in floppy drive.
- STEP 4. Press the CTRL, ALT, F and T keys simultaneously.
- STEP 5. At COMMAND: Type in TS and press <ENTER> to send from PC to Mainframe.
- STEP 6. At PC FILE: Type in the drive and the name of the PC file to be sent to the mainframe, and press <ENTER>. For sending MIMMS courier diskette type in A:\A4150FCP.DAT. If using floppy drive B replace the A:\ with B:\.
- STEP 7. At WINDOW ID: Type in B and press <ENTER>.
- STEP 8. At HOST FILE: Type in name of Dataset file to be sent, for MIMMS couriers type in: 'ALBY1.NOLA.XXXX.L415RFS3.EUCEIN' and press <ENTER>. Refer to the first four positions of your User ID to fill in the XXXX.
- STEP 9. At OPTIONS: Type in ASCII CRLF and press <ENTER>. If more than one diskette will be sent on the same day, type in APPEND ASCII for the second diskette and any remaining diskettes, and press <ENTER>.
- STEP 10. Press the CTRL and <ENTER> keys simultaneously to execute the file transfer process.
- STEP 11. Press the CTRL, ALT, F, and T keys simultaneously to monitor the PC file transfer process.
- STEP 12. When the transfer process is complete, press the ESC key, and then press the ALT and 3 keys simultaneously to return to the Primary Option Menu.

Enclosure (3)

ForO 4790.4

16 FEB 1995

STEP 13. If you wish to browse your dataset, type in 1 (BROWSE) from the Primary Option Menu. Press the TAB key to the line that reads DATASET NAME, and enter in the dataset used in Step 9. This will allow you to view the transactions that processed. To scroll the page press the ALT and 8 keys simultaneously to page forward and press the ALT and 7 keys simultaneously to page backward. If your information is not in a readable format, start the entire process over.

STEP 14. Once you have viewed your dataset press the ALT and 3 keys simultaneously to return to the Primary Option Menu.

STEP 15. To exit TSO type an X and press <ENTER> at the Primary Option Menu.

STEP 16. At the process option screen, type D and press <ENTER>.

STEP 17. At the READY prompt type in LOGOFF and press <ENTER>.

Enclosure (3)

PROCEDURES FOR DOWNLOADING MIMMS FILES FROM THE MAINFRAME USING LAN

STEP 1. Login to LAN.

STEP 2. Go to the BAN directory by typing in `CD BAN` and press `<ENTER>`, from the `C:\` prompt.

STEP 3. Type in `INIT` and press `<ENTER>`, from the `C:\BAN` prompt.

STEP 4. Type in `3270` and press `<ENTER>`, from the `C:\BAN` prompt.

STEP 5. Login to Option 8 (TSO) at the Albany Main Menu.

STEP 6. Select option 6 (COMMAND) at the Primary Option Menu.

STEP 7. Press the `ALT` and `Z` keys simultaneously. (`C:\BAN>` prompt will appear.)

STEP 8. Type one of the following commands from the `C:\BAN>` prompt and press `<ENTER>`:

a: To receive a DPR file, type:

```
RECEIVE C:\DATAGG\A4150FCX.DAT 'ALBY1.NOLA.A4150RN5.EUCEOUT(X#####)'
ASCII
```

b: To receive a LM2 file, type:

```
RECEIVE C:\DATAGG\A4150RDY.DAT 'ALBY1.NOLA.A4150RM5.EUCEOUT(X#####)'
ASCII
```

c: To receive the ID Standards File, type:

```
RECEIVE C:\DATAGG\A4150FID.DAT 'ALBY1.NOLA.A4150RD3.EUCEOUT(X41505)'
ASCII
```

Note 1: There is 1 blank space after `RECEIVE`, the file name, and the second (`'`) in each string of information.

Enclosure (4)

Note 2: The ##### shown in paragraphs (a) and (b) of step 8 is to be replaced with your Unit Identification Code, (UIC).

Note 3: When receiving more than one DPR for the same UIC, type **APPEND ASCII** instead of **ASCII** for each file after the first file is received. This will join the files together instead of overwriting each other. Do not perform the procedures outlined in enclosure (6) of this order until all A4150FCX.DAT files for your unit are received in the DATAGG directory of your computer.

Note 4: Arrangements must be made in advance, with the MISCO, before attempting to receive a DPR file.

STEP 9. After file transfer is complete press the **ALT** and **Z** keys simultaneously to return to the TSO screen that has: ==> IND\$FILE GET 'ALBY1.NOLA.A4150____.EUCEOUT...

STEP 10. Press the **F6** key to delete the data string listed above in step 9.

STEP 11. Press the **ALT** and **3** keys simultaneously to return to the TSO Primary Option Menu.

STEP 12. To exit TSO, type **X** and press **<ENTER>**, at the Primary Option Menu.

STEP 13. At the Process option screen, type **D** and press **<ENTER>**.

STEP 14. At the READY prompt type in **LOGOFF** and press **<ENTER>**.

PROCEDURES FOR DOWNLOADING MIMMS FILES USING EXTRA

- STEP 1. Login to option 8 (TSO) at the Albany Main Menu.
- STEP 2. Select Option 6 (COMMAND), from the Primary Option Menu.
- STEP 3. When prompted with the ===> , press the CTRL, ALT, F and T keys simultaneously.
- STEP 4. At COMMAND: type in TR and press <ENTER>, to receive from Mainframe to PC.
- STEP 5. At PC FILE: Type in the name of PC file to be received from the Mainframe, then press <ENTER>.
(For receiving DPR dataset type in C:\DATAGG\A4150FCX.DAT
(For receiving LM2 dataset type in C:\DATAGG\A4150RDY.DAT
(For receiving IDSF dataset type in C:\DATAGG\A4150FID.DAT
- STEP 6. At WINDOW ID: Type in B and press <ENTER>.
- STEP 7. At HOST FILE: type in name of Dataset file to be received:
DPR dataset 'ALBY1.NOLA.A4150RN5.EUCEOUT(X_____)'
LM2 dataset 'ALBY1.NOLA.A4150RM5.EUCEOUT(X_____)'
IDF dataset 'ALBY1.NOLA.A4150RD3.EUCEOUT(X41505)'

Note 1: Enter in your UIC to fill in the underlined area.

Note 2: You must call the MISCO in advance before receiving the DPR file.

STEP 8. At OPTIONS: Type in ASCII and press <ENTER>. If receiving more than one DPR for the same UIC, type in APPEND ASCII, for all files after the first. This will join the file being received with the file already in the DATAGG directory of your computer. Do not perform the backup procedures outlined in enclosure (6) of this order until all A4150FCX.DAT files for your unit are received in the DATAGG directory of your computer.

STEP 9. Press <ENTER>.

Enclosure (5)

ForO 4790.5

16 NOV 1995

STEP 10. Press the **CTRL**, and **<ENTER>** keys simultaneously to execute the file receive process.

STEP 11. Press the **CTRL**, **ALT**, **F** and **T** keys simultaneously, to monitor the PC file receive process.

STEP 12. When the receive process is complete, press the **ESC** key.

STEP 13. Press the **ALT** and **3** keys simultaneously to return to the Primary Option Menu.

STEP 14. To exit TSO, type **X** and press **<ENTER>**, at the Primary Option Menu.

STEP 15. At the Process Option screen, type **D** and press **<ENTER>**.

STEP 16. At the READY prompt type in **LOGOFF** and press **<ENTER>**.

Enclosure (5)

**PROCEDURES FOR BACKING UP MAINFRAME FILES TO THE MIMMS CLASS 1A
PROGRAM**

STEP 1. Make sure you have downloaded the correct A4150____.DAT file to the DATAGG directory of the hard drive.

STEP 2. From the MIMMS MASTER MENU enter in Option 8 (SPECIAL UTILITIES).

STEP 3. Next from the SPECIAL UTILITIES menu enter in Option 2 (DISKETTE UTILITIES), from here follow the prompts for the type of diskette and volume label.

For the DPR file A4150FCX.DAT, initialize a A4150X diskette.

For the LM2 file A4150RDY.DAT, initialize a A4150R diskette.

For the ID Standards file A4150FID.DAT, initialize a A41505 diskette.

STEP 4. Exit MIMMS Class 1A and place the diskette that was just formatted into your floppy drive. Change the drive of the computer to the drive that your floppy diskette is in.

STEP 5. Next do a directory of the floppy diskette. There should be two files. One A4150____.DAT file with 0 bytes, and one A4150____.HDR file with 30 bytes.

STEP 6. Next copy the A4150____.HDR file into the DATAGG directory. To do this, type A:>COPY *.HDR C:\DATAGG and press <ENTER>.

STEP 7. Leave the diskette in the drive and type in C: and press <ENTER>.

STEP 8. Now go to the DATAGG directory from the C:> by typing: CD DATAGG and press <ENTER>.

STEP 9. Next type in BACKUP *.* A: <ENTER>. This is a DOS 5.0 command and requires the DOS 5.0 file, BACKUP.EXE.

STEP 10. You will be prompted that all data on the target drive will be destroyed. Continue by pressing <ENTER>. This will backup the 2 files from the DATAGG directory onto your floppy diskette.

Enclosure (6)

ForO 4790.4

16 NOV 1995

STEP 11. Next take your floppy diskettes out of the drive, and go into the MIMMS Class 1A program.

STEP 12. From the MIMMS Master Menu go to Option 8 (SPECIAL UTILITIES).

STEP 13. From the SPECIAL UTILITIES menu go to Option 1 (FILE UTILITIES).

STEP 14. Choose the option for the process you want to perform.

Enclosure (6)

16 NOV 1995

SAMPLE ID STANDARDS FILE UPDATE REQUEST FORM

1. TYPE OF TRANSACTION: ADD CHANGE DELETE CIRCLE ONE
2. TAMCN: _____
3. ID NO: _____
4. NSN: _____
5. SECREP: Y OR N CIRCLE ONE
6. NOMENCLATURE: _____
7. WEAPON SYSTEM CODE (WSC): _____
8. MARES REPORTABLE: Y OR N CIRCLE ONE
9. RANK: _____ NAME: _____
10. PHONE NUMBER: _____

Enclosure (7)

